COVID – 19 RISK ASSESSMENT FOR:

As an employer, you must protect clients and staff from harm. The following includes taking reasonable steps to protect your employees and others from coronavirus which will help manage the risk and keep everyone protected. You must:

• Identify what work activity or situations might cause transmission of the virus

• Think about who could be at risk

• Decide how likely it is that someone could be exposed

• Act to remove the activity or situation, or if this isn't possible, control the risk.

When completing your assessment make sure you talk to your team to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

 Once you have completed your risk assessment you will also have to monitor/ review to make sure that what you have put in place is working as expected.

What are the hazards?	Who might be at risk?	What are the controls?	What further actions needed to control the risks	Date the action is needed by?	Who is to carry out the action?
Getting or spreading coronavirus by not washing hands or not washing them adequately.	Workers, Customers, Delivery drivers coming to the Green Door.	Provide water, soap and drying facilities (disposable paper towels) at wash stations - Provide information on how to wash hands properly and display posters. - Based on the number of workers and the number of people who come into your workplace decide:	- Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands. - Provide information to your workers about when and where they need to wash their hands.	23 July 2020	Trudi Westhrop

		➢ How many wash stations are needed ➢ Where wash stations need to be located. You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers.	- Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem		
What are the hazards?	**Who might be at risk?**	**What are the controls?**	**What further actions needed to control the risks**	**Date the action is needed by?**	**Who is to carry out the action?**
Getting or spreading coronavirus in common use high traffic areas such as kitchen, corridors, reception, toilet facilities, entry/exit points to facilities and other communal areas	Workers Customers Visitors Drivers coming to your business	Identify: ➢ Places where people will congregate, e.g., reception, kitchen etc. ➢ Areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, customer service points and storage facilities. ➢ Areas and equipment where people will touch the same surfaces, such as in the kitchen, e.g. kettles, shared condiments etc ➢ Places and surfaces that are frequently touched but are difficult to clean. ➢ Communal areas where air movement may be less than in other work areas, e.g. kitchen with limited or no opening windows or mechanical ventilation Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: ➢ Limiting the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for Staff areas. ➢ reorganise facilities in communal areas such as spacing out tables in meeting rooms, reception etc., so social distancing rules can be met.	- Put in place monitoring and supervision to make sure people are following controls, e.g. following hygiene procedures, washing hands, following one-way systems. - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should. Clients to remain in treatment rooms until safe to exit in the company of their therapist.	23 July 2020	Trudi Westhrop

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		➢ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact. ➢ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around. ➢ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met. ➢ Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. ➢ Provide lockers for people to keep personal belongings in so that they aren't left in the open. ➢ Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➢ Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens ➢ Put signs up to remind people to wash and sanitise hands and not touch their faces. ➢ Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it.			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff Customers Visitors	- Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify	- Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented - Provide information telling people who needs to clean and when.	28 July 2020	Trudi Westhrop

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	Couriers coming to your business	the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean. - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces. - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user. - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork - Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. kichen, rest areas, vehicles and specify the frequency and level of cleaning and who will do it. - Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc.,) and where they should be used, e.g., wipes in vehicles, water and detergent on work surfaces etc. - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. - Provide more bins and empty them more often - Provide areas for people to store personal belongings and keep personal items out of work areas. - Clean things like reusable boxes regularly. - Put in place arrangements to clean if someone develops symptoms of Coronavirus at work.	- Provide instruction and training to people who need to clean. Include information on: ➢ The products they need to use. ➢ Precautions they need to follow. ➢ The areas they need to clean - Identify how you are going to replenish cleaning products.		

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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	- Have regular *keep in touch* meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems. and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours.	Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies.	28 July 2020	Trudi Westhrop
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Contracting or spreading the virus by not social distancing	Customers Delivery drivers to/from your workplace Visitors	- Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules - Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: ➢ Using marker tape on the floor. ➢ One-way systems. ➢ Holding meetings virtually rather than face to-face. ➢ Staggering start/end times. ➢ Limiting the number of people on site at one time. ➢ Having allocated time slots for customers. ➢ Rearrange work areas and tasks to allow people to meet social distancing rules ➢ using empty spaces in the building for additional rest break areas where safe to do so. ➢ Implementing 'drop zones' for passing materials between people ➢ minimising	- Put in place arrangements to monitor and supervise to make sure social distancing rules are followed - Provide information, instruction and training to people to understand what they need to do - Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing.	28 July 2020	Trudi Westhrop

		contact at security offices for couriers - Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include: ➢ physical screens and splash barriers –➢ place markers on the floor to indicate where people should stand and the direction, they should face. ➢ reducing the numbers of people using stairs - If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: ➢ enhanced cleaning regimes ➢ increase in hand washing ➢ limiting the amount of time people spend on the task ➢ Placing workers back-to-back or side-by side rather than face-to-face when working. ➢ 'Cohorting' work teams so they consistently work together. ➢ improving ventilation - Display signs to remind people to socially distance.			
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Poor workplace ventilation leading to risks of coronavirus spreading.		- Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help - If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc. - Switch heating/ ventilation systems to drawing in fresh air where they can be, rather than recirculating stale air.	Maintain air circulation systems by free flow air, open windows and doors where appropriate.	28 July 2020	Trudi Westhrop
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Increased risk of infection and complications for vulnerable workers	Workers	- Identify who in your work force fall into one of the following categories: ➢ Clinically extremely vulnerable ➢ People self-isolating. ➢ People with symptoms of coronavirus. Discuss with employees what their personal risks are and identify what you need to do in each case. - Identify how and where someone in one of these categories will work in line with current government guidance. - If they are coming into work identify how you will protect them through social distancing and hygiene procedures.	- Put systems in place so people know when to notify you that they fall into one of these categories, e.g., they start chemotherapy or are pregnant.	28 July 2020	Trudi Westhrop
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Exposure to workplace hazards because it isn't possible to get normal PPE	Staff	There is a very limited number of settings where PPE is needed for protection from coronavirus, e.g. healthcare. This line only considers PPE for workplaces that does not need it for protection from coronavirus. - Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people. – PPE should not be the first choice; it should be the last. Substitution or engineering controls should be put in place in the first instance - Identify which tasks you need PPE for and specify the right protection factor needed for those tasks. - Provide the right protection factor for each task rather than the highest protection. Factor in respiratory protective equipment (RPE) for all tasks. - Where required, ensure that those using RPE are face-fit tested. - Where supplies are difficult to obtain, put in place controls suitable to your workplace.	- Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out. E.g. weekly stock-take to determine stock levels.	28 July 2020	Trudi Westhrop

Each person who works in The Green Door is to read the Risk Assessment, and sign that they understand and will adhere to the owner's instructions.

This is a working document and may be altered in line with Government advice as to changes.